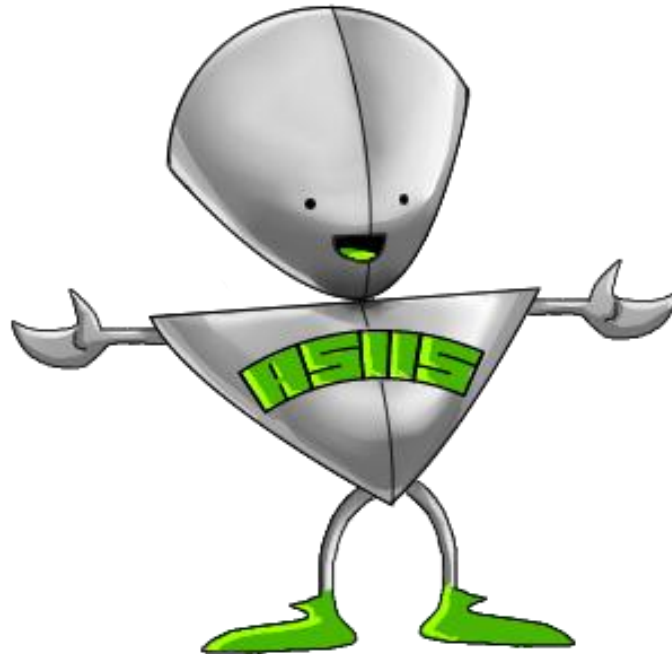


The Arizona State Immunization Information System Basic Training



ASIIS Basics



- Origin and purpose of the registry
- Enrolling and logging in
- Viewing/Adding/Editing a Patient Record
- Reporting Administered/Historical Immunizations
- Adding Contraindications
- Vaccination Forecasts and Summary
- Printing Patient Records
- Inventory Reconciliation
- Vaccine ordering, receiving and transfers

What is ASIIS?

- The **A**rizona **S**tate **I**mmunization **I**nformation **S**ystem is an electronic system that collects, stores, analyzes, releases and reports immunization data
- On January 1st 1998, the Arizona State Legislature mandated that all immunization providers report immunizations administered to children from birth to 18 years of age to ASIIS
- The web-based application of ASIIS allows schools, child care centers and provider offices to look up records and report administered vaccines

Who is ASIIS for?

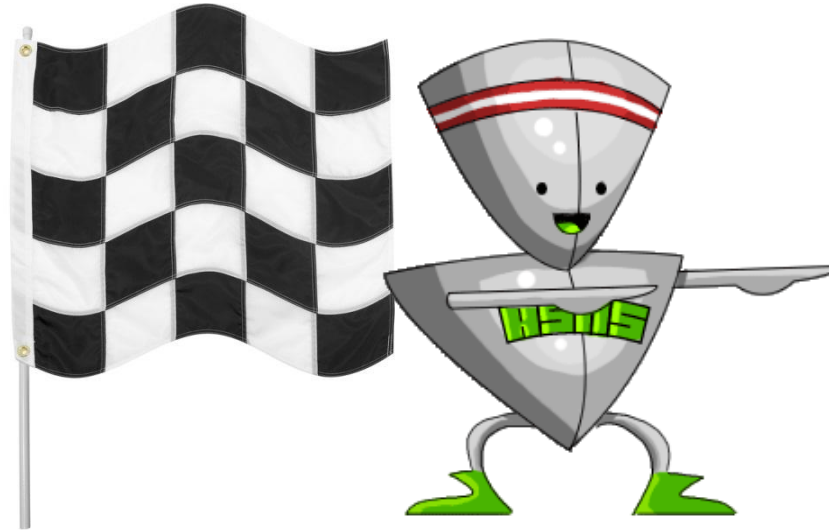
- Access to ASIIS is provided to authorized users who are enrolled with ASIIS. This includes: Doctors, Nurses, Medical Assistants, Public health providers, School officials, Day care providers, CPS workers

What can it do?

- Depending on the access authorization, the following can be performed:
 - Search for patients
 - Create/Edit patient demographics (first name, last name, address, city, state, etc.)
 - Create/Edit vaccination records (administered and historical)
 - Submit mass immunizations
 - Create/Edit names of physicians and vaccinators
 - Create/Edit vaccine inventory information (lot numbers, reconciliation, vaccine ordering, vaccine transfers, etc.).
 - Print/Run Reports
 - Submit queries and reports for Reminder Recall appointments.
 - Send imports to the registry (upload external data to the registry; i.e., billing systems, vital records, Medicaid, etc.).

How can ASIIS help me?


- Using ASIIS
 - can help schools and child care centers to stay in compliance with immunization requirements
 - can assist in locating missing doses, figure out what shots are still needed and give information on what shots are due in the future
 - can help prevent inappropriate revaccination
 - can help with record consolidation
 - can help with decision support for providers and public health



GETTING STARTED

Enrolling with ASIIS
Logging In
Forgot Password Help

This is the ASIIS home page (located at <https://www.asiis.state.az.us/>). This page provides important announcements and helpful links. It is recommended that you view this page before performing any functions within ASIIS. To enroll in ASIIS as a user, click the link shown below to download ASIIS enrollment forms. You will be automatically directed to the ADHS website where the forms are located.



Arizona
Department of
Health Services

Logged in: DESIREE LONG

Date: January 13, 2014

**Welcome to the Arizona State Immunization Information System (ASIIS)
Web Application**

ANNOUNCEMENTS:

Pentacel® is now available in limited supply. Please replace some doses with single antigen vaccines or another combination vaccine.

Influenza vaccine orders will not be approved without current temperature logs. Please submit temperature logs to the Vaccine Center up to the day before the order is placed. For example, if you place your order on Tuesday, August 13th, temperature logs should be completed up to Monday, August 12th. ASIIS/VOMS will also require you to reconcile your current inventory before an order can be placed. For all subsequent orders placed for influenza vaccines, providers must report doses administered, reconcile all VFC inventory and submit current temperature logs.

Daptacel® is now available to order in ASIIS.

Are you interested in developing an interface between your EHR and ASIIS? Click [here](#) for more information.

Notice: Please fax your temperature logs before you submit your VOMS order.

Valuable Links

- Click [HERE](#) to download ASIIS enrollment forms.
- Click [HERE](#) to access the ASIIS training modules.
- Click [HERE](#) to View the ASIIS Vaccine Type Cheat Sheet and the Vaccine Ordering Management System (VOMS) training manual and other materials.
- Click [HERE](#) to get contact information for registries in other states.
- Click [HERE](#) to go to the VFC Program Home Page.

Select the appropriate enrollment packet for your facility. Please be sure to complete each page fully and fax to ASIIS at 602-364-3285. Please allow 1 – 2 business days to receive your ASIIS password and username via e-mail or fax. To check the status of an enrollment form or if you need assistance with filling out the enrollment forms contact ASIIS at (602) 364-3899 or toll free 877-491-5741.

Arizona Department of Health Services Health and Wellness for all Arizonans Arizona Department of Health Services AZ.GOV Arizona's Official Web Site

ADHS Home | About | News | A-Z Index | Contact Search ADHS Search

Arizona Immunization Program Office Home
Arizona State Immunization Information System Home
Web Application
Benefits
Enrollment Packet
FAQs
Training and Meetings
Support
Statistics
Related Links
Arizona State Immunization

Arizona State Immunization Information System (ASIIS) Enrollment Packet

Please read the first five headings below and click on the link to the document that best describes where you work.

To enroll with the ASIIS program, fill out the Enrollment Application and User Agreement, located in each form below. These documents must be mailed in or faxed.

Enrollment Forms

- [People who work in a school*](#)
- [People who work in a daycare center*](#)
- [CPS employees](#)
- [People who work in a vaccine provider's office that USE the free state-supplied VFC vaccine](#)
- [People who work in a vaccine provider's office who DO NOT use the free state-supplied VFC vaccine](#)

**Please fax back all three pages!*

Customer Feedback

To log on to ASIIS, begin by clicking the **Login** link under the Main tab from the **Navigation Bar**. Enter your individual ASIIS **Username** and **Password** in the fields provided and select the **Login** button.

The screenshot shows the ASIIS-Web Login page. On the left is the **Navigation Bar** for the Arizona Department of Health Services, with a red circle around the 'Login' link under the 'Main' tab. A red arrow points from this 'Login' link to the 'Login' button on the right. The main content area has a pink notice for providers, a 'Username' field containing 'desiree1066', a 'Password' field with masked characters, a 'Forgot Password' link, and 'Clear' and 'Login' buttons. The 'Login' button is circled in red. Below the login fields are instructions for browser settings.

Arizona Department of Health Services

Navigation Bar

ATTENTION PROVIDERS: If you have any questions regarding vaccine dosing and recommendations please click [here](#) for access to the Epidemiology and Prevention of Vaccine-Preventable Diseases CDC Pink Book 12th Edition.

ASIIS-Web Login

Username : desiree1066

Password :

[Forgot Password](#)

Clear Login

Before logging in:

- Enable your browser to accept cookies. This is **required** to use the application.
- Enable your browser for scripting. This is **required** to use the application.
- Disable popup blocker for this site. This is **required** to use the application.

You will be directed to the **Access Granted** screen after successfully logging on to ASIIS.

The screenshot shows the 'Access Granted' screen. It features a blue header with 'ASIIS-Web' and 'Access Granted'. The main content area says 'Welcome JASON ROGERS.' and lists instructions: 'Make sure to [logout](#) when you are done using the ASIIS-Web application.' and 'Make sure you close your browser.' It also says 'Use the menu on the left to access the application options.' A footer note states 'This site is used exclusively for access to ASIIS-Web by ASIIS enrolled users.'

ASIIS-Web

Access Granted

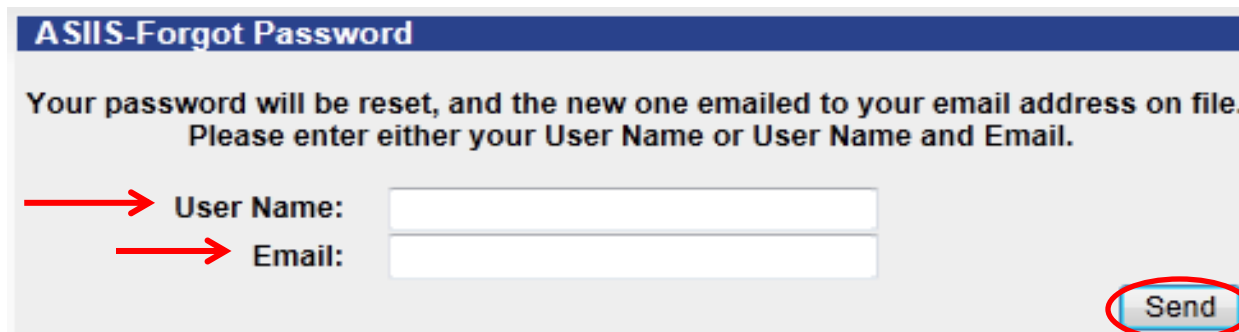
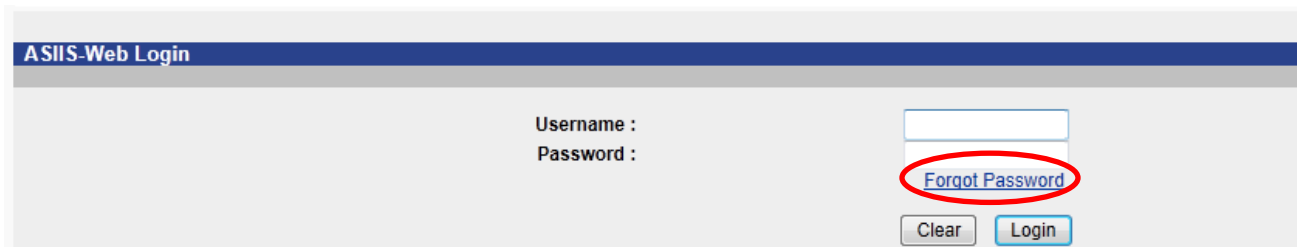
Welcome JASON ROGERS.

- Make sure to [logout](#) when you are done using the ASIIS-Web application.
- Make sure you close your browser.

Use the menu on the left to access the application options.

This site is used exclusively for access to ASIIS-Web by ASIIS enrolled users.

If you have forgotten your password, click the **Forgot Password** link and enter your **User Name** and **Email** address. Click **Send** and a temporary password will be emailed to you if you have an email address that is linked to your user name. Otherwise, call ASIIS to get a password reset and provide us with a valid email address so that you can use this feature in the future.



If this is your first time logging in or if you forgot your password and received a temporary password, you will have to immediately change your password upon logging in. Enter your **temporary** password in the **Current Password** field (if it does not automatically populate) then create a new password in the **New Password** field.. From this page you can make sure your email is up to date and linked to your user name by clicking on the **'here'** button. Click **Submit** and login with your username and new password.

Your password has expired, please change it below

Change Password

Current Password:

••••••

New Password:

New Password (again):

Cancel

Submit


Password Rules

- Passwords must be at least 6 characters long.
- Passwords are not case sensitive.
- Passwords must contain at least one number.

Ensure your email is up to date before changing your password.

Click [here](#) to add or update your email and other contact information.

Once you have successfully logged in, this is the home screen.



Logged in: KELSEY PISTOTNIK VFC
Date: April 3, 2014
Organization (IRMS)/Facility: TEST PROVIDER - TEST SYSTEM (63928) / TEST PROVIDER - TEST SYSTEM

Main

Home

Logout

Select Organization (IRMS)

Select Facility

Select VFC Pin

Favorites

Patient

Vaccinations

Exec. Dashboard

Organization (IRMS)

Facilities

Lot Numbers

Orders/Transfers

Reports

Settings

CASA Export

Reminder/Recall

Imports

Exports

Scheduled Reports

Job Queue

Change Password

Administration

Campaigns

Answers

Patient Search


Click [here](#) to use the 'advanced' search

First Name or Initial:	<input type="text"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="Select..."/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.
☐ Check here if adding a new patient.

ClearSearch

Version: 5.14.2.0



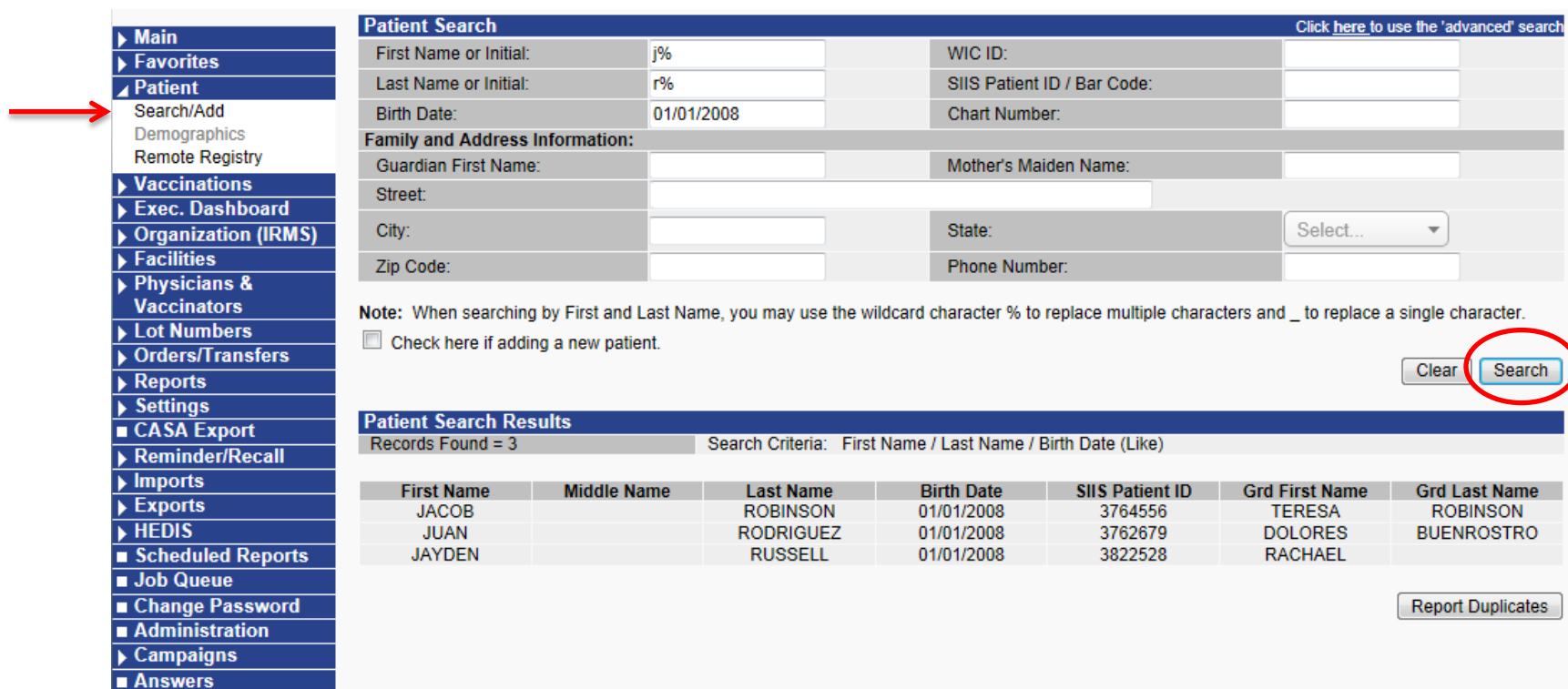


PATIENT IMMUNIZATION RECORDS

- Viewing/Adding/Editing Patient Records
- Adding Administered/Historical Immunizations
- Adding Contraindications
- Vaccination Forecasts and Summary
- Printing Patient Immunization Records

View/Add/Edit a Patient

To search for a patient, click the Search/Add link under the Patient tab in the navigation bar. Use any combination of the patient's first and last name, or the patient first and last initial with the wildcard characters % or _ and click **Search**. Using the wildcard characters or entering more information will return better results.



Patient Search [Click here to use the 'advanced' search](#)

First Name or Initial:	j%	WIC ID:	
Last Name or Initial:	r%	SIIS Patient ID / Bar Code:	
Birth Date:	01/01/2008	Chart Number:	

Family and Address Information:

Guardian First Name:		Mother's Maiden Name:	
Street:			
City:		State:	Select...
Zip Code:		Phone Number:	

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

☐ Check here if adding a new patient.

Patient Search Results

Records Found = 3 Search Criteria: First Name / Last Name / Birth Date (Like)

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
JACOB		ROBINSON	01/01/2008	3764556	TERESA	ROBINSON
JUAN		RODRIGUEZ	01/01/2008	3762679	DOLORES	BUENROSTRO
JAYDEN		RUSSELL	01/01/2008	3822528	RACHAEL	

You will see a list of patients if a record matching your search is found. You can see how many records were found by looking right under the Patient Search Results. You are also able to change how many entries are shown at a time on a page by clicking on the drop down menu. If there are too many matches, try entering more information in the search fields to narrow your results. Click the arrow on the lower right hand of the screen to search through the matches. Once you locate the patient, hover over the name until it is highlighted and click on the name.

Patient Search				Click here to use the 'advanced' search	
First Name or Initial:	minnie	WIC ID:			
Last Name or Initial:		SIIS Patient ID / Bar Code:			
Birth Date:		Chart Number:			
Family and Address Information:					
Guardian First Name:		Mother's Maiden Name:			
Street:	<input type="radio"/> P.O. Box:	<input checked="" type="radio"/> Street:			
City:		State:	--select--		
Zip Code:		Phone Number:			

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

☐ Check here if adding a new patient.

Clear Reset Search

Patient Search Results

Records Found = 393
(250 have been displayed. Please refine your search.)

Search Criteria: First Name (Exact)

Show 10 entries

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
MINNIE		ABOAGYE	09/15/1956	6014067		
MINNIE	NICHOLE	ACOSTA	02/11/1991	455721	MARISOL	ACOSTA
MINNIE		ACOSTA	08/18/1936	4602640		
MINNIE		ADAMS	10/24/1926	5264390		
MINNIE		AGUAYO	04/26/2008	3843512	MARIA	RAMIREZ
MINNIE	ESTEL	ALGEO	11/08/1912	5280392		
MINNIE		ALVAREZ	07/17/1922	3348249		
MINNIE	ALThERIA	AMOS	01/29/1955	4984007	NOAH	NEZ
MINNIE		ANDRADE	03/21/1972	5915693		
MINNIE	F	ANDREWS DONALD	06/29/1938	5967904		

Showing 1 to 10 of 250 entries

There were more than 250 matches. Please return to the search screen and enter more search criteria.



Report Duplicates

This will bring you to the Patient Demographics page. On this page you are able to edit information by clicking the **Edit** button. To expand the section click on the **+** and to compress a section click on the **-**. Fill in the information as complete and accurate as possible. Once completed click **Save** at the bottom of the page.

Patient Demographics Edit			
Patient			
First Name:	MINNIE	Race:	White
Middle Name:		Ethnicity:	--select--
Last Name:	MOUSE	Language:	English
Suffix:	--none--	SSN:	XXX - XX - 5555
Birth Date:	02/03/2004	Medicaid #:	
Birth File #:		Multiple Birth:	--select-- of --select--
Sex:	FEMALE	Inactive:	--select--
Mother Maiden Name:	MOUSE	VFC Status:	AHCCCS
Military:	<input type="checkbox"/>	Block Recall:	<input type="checkbox"/>
Cell Phone:			
Comments:			
- Address			
Address 1:	1234 WEST DISNEY LANE		
Address 2:		City:	PHOENIX
Country:	United States	State:	AZ
County/Parish:	MARICOPA	Zip Code:	85007
Email:		Phone:	(602)654-3210
- Family & Contact			
Guardian 1 First:	MARGIE	Guardian 1 SSN:	XXX-XX-8989
Guardian 1 Middle:	MAY	Guardian 2 First:	MARCUS
Guardian 1 Last:	MOUSE	Guardian 2 Last:	MOUSE
Guardian Work Phone:	(623)321-0987		
+ Alias			
+ Secondary Patient Demographics			
- School			
School:		Click to select	
School Entry Date:			
+ Insurance			
- Medical Home Facility			
Physician:	--select--	Facility:	--select--
Admission Date:		District/Region:	
Next Appt. Date:		Chart Number:	
Medicaid Provider #:			
+ Birth & Death			
			Cancel Save

To add a patient record, begin by searching for the patient. The most efficient search method is to use the patient's first name or last name and the patient's date of birth. By utilizing this method you will help to identify and prevent any duplications or inaccuracies in the patient's record. Click the Search button and if no records are found, check mark the “**Check here if adding a new patient**” box and fill in the fields highlighted in **red**. If records are still not found, click **Add Patient**.

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	<input type="text"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	mouse	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	11/08/1985	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="radio"/> P.O. Box: <input type="text"/>	<input checked="" type="radio"/> Street: 123 fun street	
City:	PEORIA	State:	AZ <input type="text"/>
Zip Code:	85381	Phone Number:	<input type="text"/>

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

☒ Check here if adding a new patient.

(Required fields are highlighted)

Clear Reset **Search**

Patient Search Results							
Records Found = 0		Search Criteria: Advanced Search - Add / Edit / View					
Show	10	entries	Search: <input type="text"/>				
First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name	
No data available in table							
Showing 0 to 0 of 0 entries							
Before adding, check to make sure the patient you want to add is not listed above or not pending manual review.							
							Add Patient

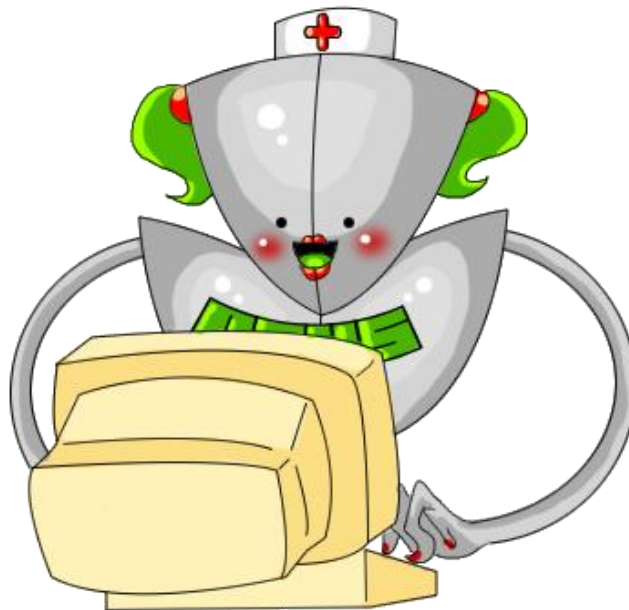
Next, fill out as much of the demographics page as possible. Note the different sections and required fields in **red**. Also note that some fields are greyed out and can only be changed in Edit mode. When completed, click **Save** at the bottom of the page. It is very important to use the birth name of the patients instead of “Baby Boy”, “Baby Girl” or Twin as the first name. Baby and Twin names can be hard to match with actual records if the last names are common.

Patient Demographics Edit			
Patient			
First Name:	minnie	Race:	White Black or African American Hispanic
Middle Name:		Ethnicity:	--select--
Last Name:	mouse	Language:	--select--
Suffix:	--none--	SSN:	- - -
Birth Date:	02/03/2004	Medicaid #:	
Birth File #:		Multiple Birth:	--select-- of --select--
Sex:	--select--	Inactive	--select--
Mother Maiden Name:	Mouse	VFC Status:	AHCCCS
Military:	<input type="checkbox"/>	Block Recall:	<input type="checkbox"/>
Cell Phone:			
Comments:			
Address			
Address 1:	1234 West Disney Lane		
Address 2:		City:	PHOENIX
Country:	United States	State:	AZ
County/Parish:	MARICOPA	Zip Code:	85007
Email:		Phone:	
Family & Contact			
Guardian 1 First:	Margie	Guardian 1 SSN:	
Guardian 1 Middle:	May	Guardian 2 First:	
Guardian 1 Last:	Mouse	Guardian 2 Last:	
Guardian Work Phone:			
+ Alias			
+ Secondary Patient Demographics			
+ School			
- Insurance			
Health Plan:	UNITED	Other Health Plan:	
Billing ID:		Enroll Date:	
Medicare Id:			
+ Medical Home Facility			
+ Birth & Death			
			Cancel Save


If the patient is part of a multiple birth (twins or triplets or more), add the birth order and the birth count. For example, for triplets the first child born would be 1 (birth order) of 3 (birth count) and the second would be 2 (birth order) of 3 (birth count), etc. This will prevent merging of twin and triplet records.

Ethnicity:	--select--
Language:	--select--
SSN:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Medicaid #:	<input type="text"/>
Multiple Birth:	1 of 3
Inactive	--select--
VFC Status:	Ineligible
Block Recall:	<input type="checkbox"/>

Reporting Administered and Historical Immunizations




Administered vaccinations are vaccinations that were administered by your practice. Vaccinations administered by your practice **must** be entered into ASIIS as an administered dose. This process will ensure that lot numbers are decremented from your inventory in ASIIS. To view, edit and add an administered vaccination, after selecting a patient, select **View/Add** from the **Vaccinations** tab located in the navigation bar.



- ▶ Main
- ▶ Favorites
- ▶ Patient
 - Search/Add
 - Demographics
 - Remote Registry
- ▶ **Vaccinations**
 - View/Add
 - Forecast
 - Summary
- ▶ Organization (IRMS)
- ▶ Facilities
- ▶ Physicians & Vaccinators
- ▶ Lot Numbers
- ▶ Orders/Transfers
- ▶ Reports
- ▶ Settings
- CASA Export
- ▶ Reminder/Recall
- ▶ Imports
- ▶ Exports
- Scheduled Reports
- Job Queue
- Change Password
- Administration
- Answers

Version: 5.14.2.0



Logged in: DESIREE LONG
Date: April 3, 2014

Organization (IRMS)/Facility: TEST PROVIDER - TEST SYSTEM (63928) / TEST PROVIDER - TEST SYSTEM

Patient			
Name:	MINNIE MOUSE	SIIS Patient ID:	6712824
Date of Birth:	02/03/2004	Age:	10 yrs
Guardian:	MARGIE MAY MOUSE	Status:	Active

[Print Page](#)

Vaccination View/Add						
(* - Historicals , #- Adverse Reaction , !1- Warning , !2- Warning , !3- Warning , +- Unverified Historicals , ^ - Compromised Vaccination)						
Documented By:	--select--					
Double-click in any date field below to enter the default date: 04/03/2014						
Vaccine	1	2	3	4	5	6
Hep A 2 dose - Ped/Adol	02/03/2005	08/03/2005				
Hep B - Ped/Adol - presv. free	02/03/2004	03/03/2004	09/05/2004			
IPV	06/03/2004					
Influenza inj quadrivalent pres free 6-35 mos	09/03/2004	10/03/2004				
MMR	03/31/2005	05/07/2008				
Pneumococcal, PCV-13	06/03/2004					
Polio - unspecified	07/03/2004	01/03/2005	02/03/2008			
Tdap	02/03/2011					
Varicella	03/03/2005	04/09/2008				
DTaP						
DTaP/Hep B/IPV						
DTaP/Hib/IPV						
DTaP/IPV						
HPV, quadrivalent						
HPV, bivalent						

Enter the date that the vaccine was administered. You can enter many vaccinations with the same date quickly by changing the default date and double clicking on any date filed. Once all of the administration dates have been inputted for all the vaccinations, scroll down and click **Add Administered**.

Patient			
Name:	MINNIE MOUSE	SIIS Patient ID:	6712824
Date of Birth:	02/03/2004	Age:	10 yrs
Guardian:	MARGIE MAY MOUSE	Status:	Active

[Print Page](#)

Vaccination View/Add

(* - Historicals , #- Adverse Reaction , !1- Warning , !2- Warning , !3- Warning , +- Unverified Historicals , ^ - Compromised Vaccination)

Documented By: --select--

Double-click in any date field below to enter the default date: 04/06/2014

Vaccine	1	2	3	4	5	6
Influ split 36+ mos						
Influ split 6-35 mos pres free						
Influ split 36+ mos pres free	04/06/2014					
Influenza inj quadrivalent pres free 36+ mos						
Influenza, live intranasal, quadrivalent						
Influenza Split						
Influenza split, 6-35 mos.						
Influenza, High Dose						
MMR/Varicella						
Mening. (MCV40)						
Mening. (MCV4P)	04/06/2014					
Rotavirus, monovalent RV1						
Rotavirus, pentavalent RV5						
--select--						

☐ Do not take ownership when adding vaccinations.

Add Administered

Clear

Add Historicals

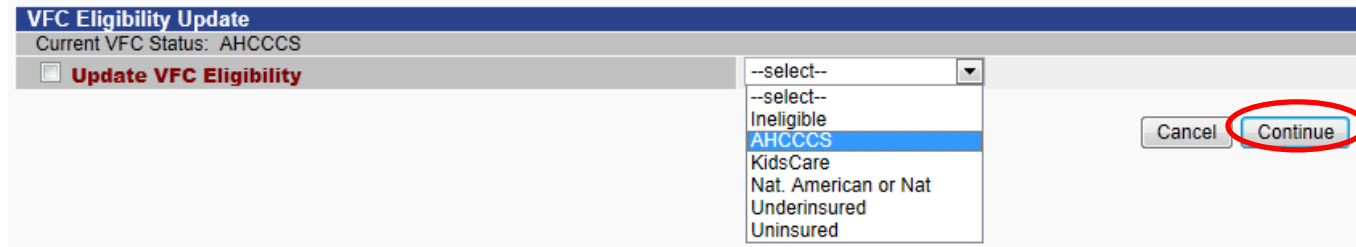


Health and Wellness for all Arizonans

azdhs.gov



On the next screen you will need to update the VFC Eligibility status. Select the most appropriate eligibility for the patient and click **Continue**.



- **Ineligible**- A child that does not qualify for VFC
- **AHCCCS**- A child who is Medicaid eligible. In Arizona, children whose health insurance is covered by the Arizona Health Care Cost Containment System (AHCCCS)
- **KidsCare**- A child who has insurance under AHCCSS but have to pay a deductible
- **Nat. American Indian or Native Alaska**: As defined by the Indian Health Care Improvement Act (25 U.S.C. 1603)
- **Uninsured**: A child who has no health insurance coverage
- **Underinsured**: A child who has health insurance, but the coverage does not include vaccines; a child whose insurance covers only selected vaccines (VFC eligible for non-covered vaccines only). Underinsured children are eligible to receive VFC vaccine only through a Federally Qualified Health Center (FQHC), or Rural Health Clinic (RHC) or under an approved deputization agreement

To attach the administered vaccine information to the patient record click in the 'Manufacturer' text box or on the 'click to select' link to enter manufacturer information. This process will ensure that the Lot number is decremented from your inventory in ASIIS. The 'Select Lot Number' box will appear. The box will display all of the lot numbers that are listed in your ASIIS inventory for that particular vaccine. To attach the lot number to the patient, click the arrow next to the vaccine that was administered. If your inventory is not stored in ASIIS, the Select Lot Number pop-up box will be empty.

VFC providers are required to attach the administered lot number information to the patient record.

Vaccination Detail Add	
Vaccine 2:	Influ split 36+ mos pres free
Date Administered:	04/06/2014
Historical:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Manufacturer:	<input type="text"/> Click to select
Lot Number:	<input type="text"/>
Lot Facility:	<input type="text"/>
Publicly Supplied:	<input type="text"/>
Facility:	<input type="text" value="Sele..."/>
Vaccinator:	<input type="text" value="Sele..."/>
Anatomical Site:	<input type="text" value="Select..."/>
Anatomical Route:	<input type="text" value="Select..."/>
Dose Size:	<input type="text" value="Full"/>
Volume (CC):	<input type="text"/>
VFC Status:	AHCCCS "VFC Status" will be ignored if lot number is not VFC eligible.
District/Region:	<input type="text"/>
VIS Publications Dates:	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>
Date VIS Form Given:	04/06/2014
Comments:	<input type="text"/>

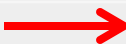
https://stage-asiis.azdhs.gov/select_lot_number.jsp?siis_vaccine_code=606&vaccDate=04/06/2

Select	Manufacturer	Lot Number	Facility	Pub. Supplied	Expiration Date	Doses Available	Dose Volume
<input checked="" type="radio"/>	GLAXOSMITHKLINE	7PL45		Y	06/30/2014	45	

Once the vaccine has been selected, ASIIS will automatically populate the appropriate vaccine information as shown below. Once all required fields have been completed, click **Save**. **This process will effectively decrement this dose from your inventory.**

Vaccination Detail Add	
Vaccine 2:	Influ split 36+ mos pres free
Date Administered:	04/06/2014
Historical:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Manufacturer:	GLAXOSMITHKLINE Click to select
Lot Number:	7PL45
Lot Facility:	
Publicly Supplied:	Y
Facility:	Sele... ▼
Vaccinator:	Sele... ▼
Anatomical Site:	Select... ▼
Anatomical Route:	Select... ▼
Dose Size:	Full ▼
Volume (CC):	
VFC Status:	AHCCCS 'VFC Status' will be ignored if lot number is not VFC eligible.
District/Region:	
VIS Publications Dates:	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>
Date VIS Form Given:	04/03/2014
Comments:	
<div>Cancel Save</div>	

Clicking save will bring you back to the Vaccination View/Add screen. You will now see the vaccination date appear in **blue** as seen below. Dates in blue show vaccines given at your location. To view/edit the vaccination details simply click the date of the vaccination.

Vaccine	1	2	3	4	5	6
DTaP	05/09/2008	08/11/2009	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DTaP/Hep B/IPV	03/31/2008	07/15/2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hep A 2 dose - Ped/Adol	03/31/2008	12/12/2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hep B - Ped/Adol - presv. free	12/14/2004 *	03/31/2008 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hib--PRP-T	03/31/2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IPV	03/31/2008 *	05/09/2008	12/12/2008	<input type="text"/>	<input type="text"/>	<input type="text"/>
Influ split 36+ mos pres free 	04/06/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MMR	03/31/2008	12/12/2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mening. (MCV4P)	04/06/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pneumococcal(PCV-7)	05/09/2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Varicella	03/31/2008	12/12/2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DTaP/Hib/IPV	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DTaP/IPV	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Historicals to a patient if your practice **DID NOT** administer the vaccine. Historical vaccines are entered if the patient received the vaccination at a different facility. Proof of receiving these shots is required (i.e. blue book, physician reports) along with valid signatures. To enter a vaccination **that was not** administered by your practice, enter the date in an empty box next to the appropriate vaccine and click **Add Historicals** at the bottom of the page.

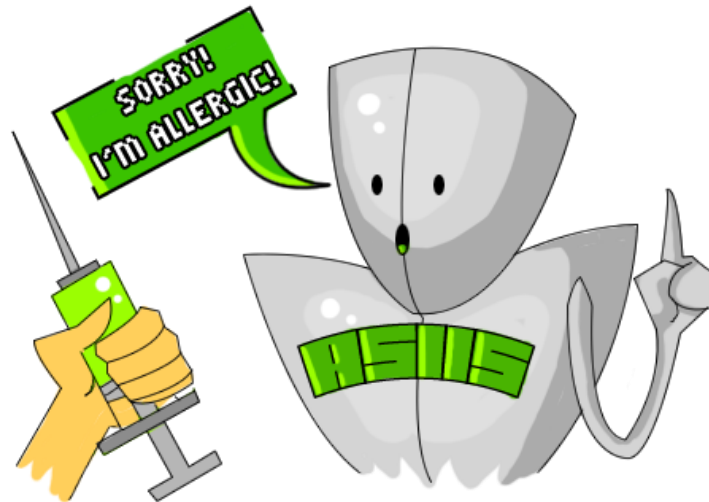
Patient			
Name:	MINNIE MOUSE	SIIS Patient ID:	6712824
Date of Birth:	02/03/2004	Age:	10 yrs
Guardian:	MARGIE MAY MOUSE	Status:	Active

[Print Page](#)

Vaccination View/Add	
(*- Historicals , # - Adverse Reaction , !1- Warning , !2- Warning , !3- Warning , +- Unverified Historicals , ^ - Compromised Vaccination)	
Documented By:	--select--
Double-click in any date field below to enter the default date: 04/03/2014	
Influ split 36+ mos	<input type="text"/>
Influ split 6-35 mos pres free	<input type="text"/>
Influenza Nasal Spray	<input type="text"/>
Influenza Split	<input type="text"/>
Influenza split, 6-35 mos.	<input type="text"/>
Influenza, High Dose	<input type="text"/>
MMR/Varicella	04/03/2014
Pneumococcal, PCV-13	<input type="text"/>
Rotavirus, monovalent RV1	<input type="text"/>
Rotavirus, pentavalent RV5	04/03/2014
Tdap	<input type="text"/>
--select--	<input type="text"/>

Once the historical record is successfully recorded, the date will appear in **blue** with a **red** asterisk as shown below. Entering records as historical will not decrement lot numbers from your inventory in ASIIS.

Vaccination View/Add						
Special considerations on record for patient, please review notes below.						
(*- Historicals , #- Adverse Reaction , !1- Warning , !2- Warning , !3- Warning , +- Unverified Historicals , ^ - Compromised Vaccination)						
Documented By: --select--						
Double-click in any date field below to enter the default date: 03/05/2013						
Vaccine	1	2	3	4	5	6
DTaP	05/09/2008	08/11/2009				
DTaP/Hep B/IPV	03/31/2008	07/15/2008				
Hep A 2 dose - Ped/Adol	03/31/2008	12/12/2008				
Hep B - Ped/Adol - presv. free	12/14/2004 *	03/31/2008 *				
Hib--PRP-T	03/31/2008					
IPV	03/31/2008 *	05/09/2008	12/12/2008			
Influ split 36+ mos pres free	04/06/2014					
MMR	03/31/2008	12/12/2008				
MMR/Varicella	04/03/2014 *					
Mening. (MCV4P)	04/06/2014					
Pneumococcal(PCV-7)	05/09/2008					
Varicella	03/31/2008	12/12/2008				
DTaP/Hib/IPV						
DTaP/IPV						
HPV, quadrivalent						
HPV, bivalent						



Adding Contraindications and Deferrals

A contraindication is a reason to withhold administering certain vaccinations. In order to maintain immunization histories of vaccines that may/may not be needed, it is always best to report them to the registry. After selecting a patient, click on the **Vaccinations** tab then **View/Add**. Scroll to the bottom of the Vaccination View/Add grid and click the **Contraindications** button.

Patient			
Name:	MINNIE MOUSE	SIIS Patient ID:	6712824
Date of Birth:	02/03/2004	Age:	10 yrs
Guardian:	MARGIE MAY MOUSE	Status:	Active

[Print Page](#)

Vaccination View/Add

(* - Historicals , #- Adverse Reaction , !1- Warning , !2- Warning , !3- Warning , +- Unverified Historicals , ^ - Compromised Vaccination)

Documented By: --select--

Double-click in any date field below to enter the default date: 04/03/2014

Mening. (MCV4P)						
Pneumococcal, PCV-13						
Rotavirus, monovalent RV1						
Rotavirus, pentavalent RV5						
Tdap						
Varicella						
--select--						

[Add Administered](#)
[Clear](#)
[Add Historicals](#)

If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary.

[Add Chickenpox History](#)
[Contraindications](#)
[Deferrals](#)

Contraindications

Choose the vaccination that is contraindicated by clicking on the vaccine drop down box and choosing the specific contraindication. The contraindication choices will vary depending on the vaccine chosen. If the contraindication is permanent, as in chickenpox disease, a checkmark will automatically fill in. You can also enter the month and year of the illness OR the age in years of the child at the time of the illness.

Patient			
Name:	MINNIE MOUSE	SIIS Patient ID:	6712824
Date of Birth:	02/03/2004	Age:	10 yrs
Guardian:	MARGIE MAY MOUSE	Status:	Active

Contraindications	
↓	Contraindications
↓	Exemptions
↓	Precautions

Add Contraindication	
Facility where documented:	--select--
Vaccine:	Varicella
Contraindication:	Patient or parent report of disease
Permanent:	<input checked="" type="checkbox"/>

Additional Disease Information	
<input checked="" type="checkbox"/>	Month/Year: 03/2010
<input type="checkbox"/>	Age:

Add Contraindications
Cancel

If the contraindication is for a vaccine refusal, select the refusal option from the Contraindication drop down menu. For example, this child has a religious refusal for hepatitis A. Click **Add Contraindications** when completed.

Patient			
Name:	MINNIE MOUSE	SIIS Patient ID:	6712824
Date of Birth:	02/03/2004	Age:	10 yrs
Guardian:	MARGIE MAY MOUSE	Status:	Active

Contraindications	
↓	Contraindications
↓	Exemptions
↓	Precautions

Add Contraindication	
Facility where documented:	--select--
Vaccine:	Hep A 2 dose - Ped/Adol
Contraindication:	Parent or Patient Refusal: Religious
Permanent:	<input type="checkbox"/>

Additional Disease Information	
<input checked="" type="checkbox"/>	Month/Year: 10/2012
<input type="checkbox"/>	Age:

Add Contraindications

Cancel

Once you click on **Add Contraindications**, it will add it to Contraindications list. It will either be placed under **contraindications**, **exemptions** or **precautions** depending on the contraindication reason.

****NOTE: THE PROVIDER OFFICE THAT REPORTED THE CONTRAINDICATIONS OR HISTORY OF CHICKENPOX ARE THE ONLY ONES THAT CAN DELETE IT. IF YOU DID NOT ADD THE CONTRAINDICATION AND IT NEEDS TO BE REMOVED, PLEASE CONTACT THE ASIIS STAFF****

Patient			
Name:	MINNIE MOUSE	SIIS Patient ID:	3837913
Date of Birth:	12/05/2007	Age:	328 weeks, 75 months, 6 yrs
Guardian:	LISA MOUSE	Status:	Active

Contraindications

↑ Contraindications				
Vaccine	Contraindication	Permanent	Disease Date	
Varicella	Patient or parent report of disease	Y	03/15/2010	Delete

↑ Exemptions				
Vaccine	Contraindication	Permanent	Disease Date	
Hep A 2 dose - Ped/Adol	Parent or Patient Refusal: Religious		10/15/2012	Delete

↓ Precautions

History of Chickenpox disease, can also be added by clicking on the **Add Chickenpox History** button near the bottom of the Vaccination View/Add screen.

The screenshot shows a vaccination record form with a table of vaccine types and dates. The vaccine types listed are Rotavirus, monovalent RV1; Rotavirus, pentavalent RV5; Tdap; Varicella; and a dropdown menu labeled "--select--". Below the table are buttons for "Add Administered", "Clear", "Add Historicals", "Contraindications", and "Deferrals". A note states: "If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary." The "Add Chickenpox History" button is circled in red.

This will report in the system that the patient had the Chickenpox disease and the word "**History**" under the Varicella column will appear. To remove the history of Chickenpox disease, click on the **Remove Chickenpox History** button.

The screenshot shows the same vaccination record form as above, but with the word "History" circled in red under the Varicella column. The "Remove Chickenpox History" button is also circled in red.

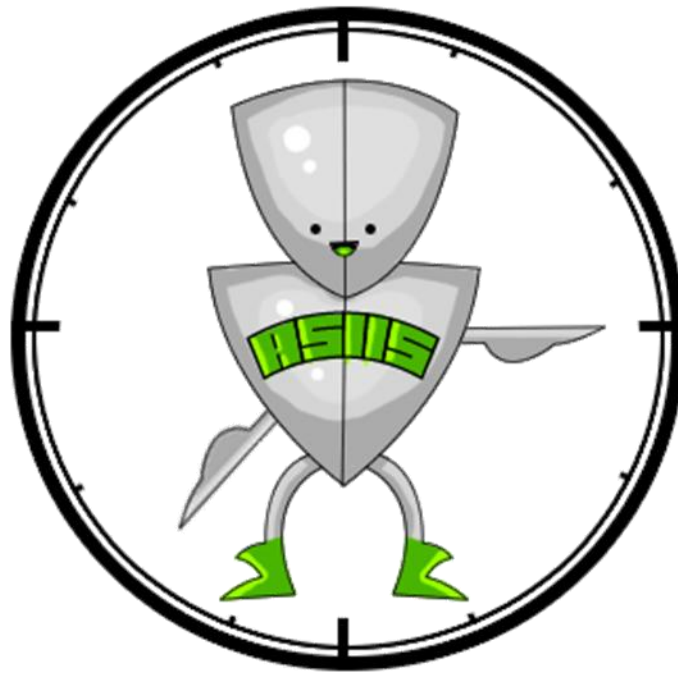
A deferral is placed on a vaccine record if the provider had a shortage of a particular vaccine or the patient had a temporary acute illness and could not be given the needed doses of the vaccine. To access this feature, after selecting a patient, click on **Deferrals** on the bottom right corner of the screen.

The screenshot shows a vaccine record interface with a table of vaccine components: Rotavirus, pentavalent RV5; Tdap; Varicella; and a dropdown menu labeled "--select--". Below the table are buttons for "Add Administered", "Clear", and "Add Historicals". A note states: "If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary." At the bottom, there are buttons for "Remove Chickenpox History", "Contraindications", and "Deferrals". The "Deferrals" button is circled in red.


The “Vaccine Deferrals” window appears. Click the drop-down menu arrow in the Vaccine field and choose a vaccine. Then enter the dose number in the dose number field. You can also fill out who it was documented by, the reason and start and end dates. Click save when completed. You will get a notification saying the vaccine deferral was added.

The screenshot shows the "Add Vaccine Deferral" window. It contains the following fields: Vaccine (DTP), Dose Number (4), Documented By (--select--), Reason (Vaccine Shortage), Start Date (09/09/2009), and End Date (10/10/2010). At the bottom right, there are buttons for "Cancel", "Reset", and "Save". The "Save" button is circled in red.

Vaccination Forecasts and Summary



To view the vaccination forecast for the selected patient select **Forecast** from the **Vaccinations** tab in the navigation bar. The Vaccination Forecast identifies the recommended vaccination schedule for the selected patient.



Arizona
Department of
Health Services

Logged in: DESIREE LONG

Organization (IRMS): 0000_ADHS INTERNAL BEDCS USE (1066)

Date: April 3, 2014

▶ Main

▶ Favorites

▶ Patient

▶ **Vaccinations**

View/Add

Forecast

Summary

▶ Organization (IRMS)

▶ Facilities

▶ Physicians & Vaccinators

▶ Lot Numbers

▶ Orders/Transfers

▶ Reports

▶ Settings

■ CASA Export

▶ Reminder/Recall

▶ Imports

▶ Exports

■ Scheduled Reports


■ Job Queue

■ Change Password

■ Administration

■ Answers

Version: 5.14.2.0



Patient

Name:	MINNIE MOUSE	SIIS Patient ID:	6712824
Date of Birth:	02/03/2004	Age:	10 yrs
Guardian:	MARGIE MAY MOUSE	Status:	Active

Vaccination Forecast

The forecast automatically switches to the accelerated schedule when a patient is behind schedule.

Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
FLU	3	10/01/2005	08/01/2005	10/31/2005	Past Due
DTaP/DT/Td	2	03/03/2011	03/03/2011	04/02/2011	Past Due
HPV	1	02/03/2015	02/03/2013	02/03/2017	Up to Date
MENINGOCOCCAL	1	02/03/2015	02/03/2015	02/03/2017	Up to Date

* DTaP or DT should be given to patients under 7 years of age. One dose of Tdap should be administered to underimmunized children 7 years of age and older or as a booster dose. Td should be administered when appropriate.

** If an adolescent has already begun the routine 3 dose Hep-B schedule, they should not be changed to the 2 dose schedule.


Due Now -- As of today's date, the patient's age falls between the recommended minimum age and the recommended maximum age for this dose and the absolute minimum interval has been met since the last dose.

Past Due -- As of today's date, the recommended maximum age or the recommended maximum date for this dose has passed.

Up to Date -- As of today's date, the patient is not due or past due.

Optional -- This vaccine may be administered today. Although the usual "recommended" date has not been met, the minimum valid date for this dose has been met.

To view the vaccination summary for the selected patient select **Summary** from the **Vaccinations** tab in the navigation bar. The Vaccination Summary report provides an overview of the selected patient's immunization record.



Arizona
Department of
Health Services

Logged in: DESIREE LONG Date: April 3, 2014

Organization (IRMS): 0000_ADHS INTERNAL BEDCS USE (1066)

▶ Main

▶ Favorites

▶ Patient

▶ **Vaccinations**

View/Add

Forecast

Summary

▶ Organization (IRMS)

▶ Facilities

▶ Physicians & Vaccinators

▶ Lot Numbers

▶ Orders/Transfers

▶ Reports

▶ Settings

■ CASA Export

▶ Reminder/Recall

▶ Imports

▶ Exports

■ Scheduled Reports


■ Job Queue

■ Change Password

■ Administration

■ Answers

Version: 5.14.2.0



Patient

Name:	MINNIE MOUSE	SIIS Patient ID:	6712824
Date of Birth:	02/03/2004	Age:	10 yrs
Guardian:	MARGIE MAY MOUSE	Status:	Active

Vaccination Summary

Vaccinations outside the ACIP schedule are marked with an 'X'.

Vaccine	1	2	3	4	5	6	7	8
Tdap	02/03/2011 7 years							
OPV/IPV	06/03/2004 4 months	07/03/2004 5 months	01/03/2005 11 months	02/03/2008 4 years				
MMR	03/31/2005 13 months	05/07/2008 4 years						
Hep A	02/03/2005 12 months	08/03/2005 18 months						
Hep B - 3 Dose	02/03/2004 0 days	03/03/2004 4 weeks	09/05/2004 7 months					
Varicella	03/03/2005 13 months	04/09/2008 4 years						
Influenza	09/03/2004 7 months	10/03/2004 8 months						
Pneumo (PCV)	06/03/2004 4 months							

Invalid Vaccinations

Invalid Vaccinations	Date	Reason

Vaccine Deferrals

Vaccine	Dose	Date

Vaccine Contraindications

⬇ **Contraindications**

⬇ **Exemptions**



Printing Patient Records

After selecting a patient, click **State Reports OR Patient Record** under the Reports tab in the navigation bar. This will take you to the State Reports page displayed below. Click on **Patient Record**.

Arizona Department of Health Services

Logged in: DESIREE LONG Date: March 5, 2014
Organization (IRMS)/Facility: TEST PROVIDER - TEST SYSTEM (63928) / TEST PROVIDER - TEST SYSTEM

State Reports
Patient Specific
Patient Record
Other
VFC Provider Profile Report

► Main
► Favorites
► Patient
► Vaccinations
► Organization (IRMS)
► Facilities
► Physicians & Vaccinators
► Lot Numbers
► Orders/Transfers
► Reports
Patient Record
Report Module
State Reports
Mgmt Reports
School Reports
► Settings
■ CASA Export
► Reminder/Recall
► Imports
► Exports
■ Scheduled Reports
■ Job Queue
■ Change Password
■ Administration
■ Answers
Version: 5.13.11.5

STC

If you want to include confidential information on the record then click on the bubble next to **Include Confidential Information**, otherwise the report will default to **Do Not Include Confidential Information**. To make the report printable, check mark the box next to Printable Version (enable table borders). Click **Create Report** when completed. This will generate the patient's immunization record. To print use your mouse to right click on the document and select Print.

Print Patient Record

Patient Information To Include

☒ Do Not Include Confidential Information

☐ Include Confidential Information

☒ Printable Version (enable table borders)

[Back](#) [Create Report](#)

The report will be open in a new tab if your browser's pop-up blocker is turned off. To print the record use your mouse to right click on the document and select Print.



Patient Vaccination Record

Organization (IRMS): -
Facility:
Date: April 3, 2014

Patient ID: 6712824
Name: MINNIE MOUSE
Birth Date: 02/03/2004
Sex: FEMALE
Guardian: MARGIE MAY MOUSE
Physician:

Medicaid No:

Phone:
Street:
City:
State:
ZIP:

WIC ID:

Vaccine Family	Dose 1	Dose 2	Dose 3	Dose 4
Tdap	02/03/2011			
OPV/IPV	06/03/2004	07/03/2004	01/03/2005	02/03/2008
MMR	03/31/2005	05/07/2008		
Hep A	02/03/2005	08/03/2005		
Hep B - 3 Dose	02/03/2004	03/03/2004	09/05/2004	
Varicella	03/03/2005	04/09/2008		
Influenza	09/03/2004	10/03/2004		
Pneumo (PCV)	06/03/2004			

Forecast			
Vaccine Family	Dose	Scheduled Date	Minimum Valid Date
FLU	3	10/01/2005	08/01/2005
DTaP/DT/Td	2	03/03/2011	03/03/2011
HPV	1	02/03/2015	02/03/2013
MENINGOCOCCAL	1	02/03/2015	02/03/2015

The forecast is based on information contained in and reported to the ASIIS Registry by immunization providers.

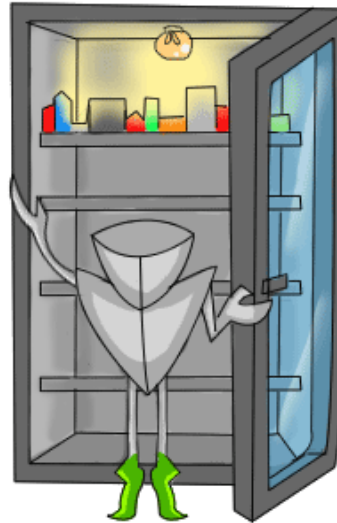
Signature of physician or authorized representative of health agency:



Health and Wellness for all Arizonans

azdhs.gov





Inventory Management

Inventory Reconciliation
VFC Vaccine Ordering
Receiving vaccine shipments
Transferring vaccine shipments


What is inventory reconciliation?

- Inventory Reconciliation is the process of adjusting the ASIIS vaccine inventory to match the physical vaccine inventory in the storage unit. It is used to report doses that did not automatically decrement from the inventory.

How often should we reconcile our inventory?

- Consider reconciling your inventory daily or weekly. The system is set to prompt you to reconcile every 14 days
- All providers must reconcile their inventory before placing a VFC vaccine order

Under **Lot Numbers** in the navigation bar, click **Reconciliation**. If you need to reconcile your inventory you will see a similar screen like the one below.



**Arizona
Department of
Health Services**

Logged in: DESIREE LONG Date: March 10, 2014 4

Organization (IRMS)/Facility: TEST PROVIDER - TEST SYSTEM (63928) / TEST PROVIDER - TEST SYSTEM

▲ Main

Home

Logout

Select Organization (IRMS)

Select Facility

Select VFC Pin

► Favorites

► Patient

► Vaccinations

► Exec. Dashboard

► Organization (IRMS)

► Facilities

► Lot Numbers

Reconciliation

Search/Add

Search Results

Detail

► Orders/Transfers

► Reports

► Settings

■ CASA Export

► Reminder/Recall

► Imports

► Exports

■ Scheduled Reports

■ Job Queue

■ Change Password

■ Administration

► Campaigns

■ Answers

Version: 5.14.2.0

Reconcile Inventory

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP	AC14B164AA	02/12/2015	8		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
DTaP/Hib/IPV	440599AA	10/31/2015	10		0.0	--No Category Required--	--No Reason Required--	N	<input type="checkbox"/>	+
Hep A 2 dose - Ped/Adol	AHAVB677BA	05/23/2015	6		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Hep B - Ped/Adol - presv. free	AHBVC203AB	02/15/2015	7		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Hib--PRP-T	UH628AA	03/24/2014	0		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
IPV	H1452-1	09/15/2014	7		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Influ split 36+ mos pres free	7PL45	06/30/2014	0		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
MMR	H010134	05/17/2014	8		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Mening. (MCV4P)	U4446AC	08/15/2014	4		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Pneumococcal PCV-13	F45144	12/31/2013	0		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Td (Adult)	U4165AA	04/18/2014	8		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Tdap	U4421AA	01/18/2015	1		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Tdap	U4655AA	12/13/2015	5		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Varicella	H018015	10/01/2014	8		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+

Print
Reset
Save

Inventory Last Submitted: N/A

Legend

- Public Lots
- Private Lots
- Expired Vaccines
- Expires in 30 days or less

If your **physical inventory** does not match your **quantity on hand**, you must select the most appropriate reason why they do not match. You must inactivate expired vaccines or vaccine with zero in the quantity on hand field. Select a category and then select a reason. If there are multiple reasons you must click the + symbol in the same row as the vaccine to add a row and choose an additional reason for change.

Organization (IRMS)/Facility: TEST PROVIDER - TEST SYSTEM (63928) / TEST PROVIDER - TEST SYSTEM

Reconcile Inventory										
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP	AC14B164AA	02/12/2015	8		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
DTaP/Hib/IPV	440599AA	10/31/2015	10	20	10.0	Order Received	Received directly from vendor, not VFC supplied	N	<input type="checkbox"/>	+
Hep A 2 dose - Ped/Adol	AHAVB677BA	05/23/2015	6	5	-1.0	Wasted	--select--	Y	<input type="checkbox"/>	+
Hep B - Ped/Adol - presv. free	AHBVC203AB	02/15/2015	7		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
IPV	H1452-1	09/15/2014	7		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Influ split 36+ mos pres free	7PL45	06/30/2014	0		0.0	--No Category Required--	--No Reason Required--	Y	<input checked="" type="checkbox"/>	+
MMR	H010134	05/17/2014	8		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Mening. (MCV4P)	U4446AC	08/15/2014	4		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Pneumococcal PCV-13	F45144	12/31/2013	1	0	-1.0	Expired	Expired	Y	<input checked="" type="checkbox"/>	+
Td (Adult)	U4165AA	04/18/2014	8		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Tdap	U4421AA	01/18/2015	1		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+
Tdap	U4655AA	12/13/2015	5	3	-2.0	Administered	Administered but not linked to a vaccine	Y	<input type="checkbox"/>	+
Varicella	H018015	10/01/2014	8		0.0	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	+

Print Reset Save

Submit Monthly Inventory

Inventory Last Submitted: N/A

Legend	
	Public Lots
	Private Lots
	Expired Vaccines
	Expires in 30 days or less

You have the option to **print** your reconciliation, **reset** the numbers that you input in physical inventory, **save** to update any vaccines that have expired, wasted or spoiled or **submit** your entire inventory. The **print** option displays a printable reconciliation worksheet to be used at your facility.

Reconciliation Worksheet

Organization (IRMS): TEST PROVIDER – TEST SYSTEM (63928)

Facility: TEST PROVIDER – TEST SYSTEM

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment	Reason	Public	Inactive
DTaP	AC14B164AA	02/12/2015	8				Y	
DTaP/Hib/IPV	440599AA	10/31/2015	20				N	
Hep A 2 dose - Ped/Adol	AHAVB677BA	05/23/2015	5				Y	
Hep B - Ped/Adol - presv. free	AHBVC203AB	02/15/2015	7				Y	
IPV	H1452-1	09/15/2014	7				Y	
MMR	H010134	05/17/2014	8				Y	
Mening. (MCV4P)	U4446AC	08/15/2014	4				Y	
Td (Adult)	U4165AA	04/18/2014	8				Y	
Tdap	U4421AA	01/18/2015	1				Y	
Tdap	U4655AA	12/13/2015	3				Y	
Varicella	H018015	10/01/2014	8				Y	

Once you have filled in all of the fields under the physical inventory column, click the **Submit Monthly Inventory** button at the bottom of the page. You must enter a value for **ALL** vaccines listed on the physical inventory screen

Organization (IRMS)/Facility: TEST PROVIDER - TEST SYSTEM (63928) / TEST PROVIDER - TEST SYSTEM





Reconcile Inventory										
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP	AC14B164AA	02/12/2015	8	<input type="text" value="8"/>	<input type="text" value="0.0"/>	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1729 471 1761 492" type="button" value="+"/>
DTaP/Hib/IPV	440599AA	10/31/2015	20	<input type="text" value="20"/>	<input type="text" value="0.0"/>	--No Category Required--	--No Reason Required--	N	<input type="checkbox"/>	<input data-bbox="1729 521 1761 542" type="button" value="+"/>
Hep A 2 dose - Ped/Adol	AHAVB677BA	05/23/2015	5	<input type="text" value="5"/>	<input type="text" value="0.0"/>	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1729 564 1761 585" type="button" value="+"/>
Hep B - Ped/Adol - presv. free	AHBVC203AB	02/15/2015	7	<input type="text" value="7"/>	<input type="text" value="0.0"/>	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1729 635 1761 656" type="button" value="+"/>
IPV	H1452-1	09/15/2014	7	<input type="text" value="7"/>	<input type="text" value="0.0"/>	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1729 692 1761 714" type="button" value="+"/>
MMR	H010134	05/17/2014	8	<input type="text" value="8"/>	<input type="text" value="0.0"/>	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1729 742 1761 763" type="button" value="+"/>
Mening. (MCV4P)	U4446AC	08/15/2014	4	<input type="text" value="4"/>	<input type="text" value="0.0"/>	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1729 792 1761 813" type="button" value="+"/>
Td (Adult)	U4165AA	04/18/2014	8	<input type="text" value="8"/>	<input type="text" value="0.0"/>	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1729 842 1761 863" type="button" value="+"/>
Tdap	U4421AA	01/18/2015	1	<input type="text" value="1"/>	<input type="text" value="0.0"/>	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1729 885 1761 906" type="button" value="+"/>
Tdap	U4655AA	12/13/2015	3	<input type="text" value="3"/>	<input type="text" value="0.0"/>	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1729 928 1761 949" type="button" value="+"/>
Varicella	H018015	10/01/2014	8	<input type="text" value="8"/>	<input type="text" value="0.0"/>	--No Category Required--	--No Reason Required--	Y	<input type="checkbox"/>	<input data-bbox="1729 971 1761 992" type="button" value="+"/>

Print ~~Reset~~ Save

Submit Monthly Inventory

Inventory Last Submitted: N/A

Legend

	Public Lots
	Private Lots
	Expired Vaccines
	Expires in 30 days or less

What is vaccine ordering?


- Designated users have the permission to order VFC vaccines needed at their facility as well as transfer vaccines to other locations

Before placing your order:

- Perform inventory reconciliation
- Send in your temperature logs to the VFC Vaccine Center
 - Temp logs must be current up to the day before you send them to VFC Vaccine Center
- Make sure it has been a month since your last VFC vaccine order
 - Ordering occurrence is based on the last digit of the providers PIN # (0-4 first and second week of the month, 5-9 third and fourth week of the month)
- Plan ahead - Know what vaccines to order


Placing an Order

Click **Create/View Orders** under the **Orders/Transfers** tab. If you have completed your inventory reconciliation you will see the screen below. If not you will be redirected to the reconciliation screen. To begin placing your order, click on the **Create Order** button.



- ▶ Main
- ▶ Favorites
- ▶ Patient
- ▶ Vaccinations
- ▶ Organization (IRMS)
- ▶ Facilities
- ▶ Physicians & Vaccinators
- ▶ Lot Numbers
- ▶ Orders/Transfers
 - Alerts
 - Create/View Orders
 - Search History
 - Modify Order Set
 - Cold Storage
- ▶ Reports
- ▶ Settings
- CASA Export
- ▶ Reminder/Recall
- ▶ Imports
- ▶ Exports
- Scheduled Reports
- Job Queue
- Change Password
- Administration
- Answers

Version: 5.13.11.5



Logged in: DESIREE LONG Date: March 10, 2014

Organization (IRMS)/Facility: TEST PROVIDER - TEST SYSTEM (63928) / TEST PROVIDER - TEST SYSTEM

Current Order/Transfer List

Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
<input type="button" value="-->"/>	109179	1563	08/27/2013	08/28/2013	Shipped

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
--------	--------------	-----	-------------	----------------

Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
<input type="button" value="-->"/>	25282	1563	10/05/2011	10/05/2011
<input type="button" value="-->"/>	78199	1563	11/28/2012	11/30/2012
<input type="button" value="-->"/>	84287	1563	01/08/2013	01/29/2013
<input type="button" value="-->"/>	102298	1563	07/13/2013	07/22/2013

Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility
--------	-----------------	-----	-------------	--------------------------------------

Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility
--------	-----------------	-----	-------------	--

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date
--------	-----------------	-----	-------------	--	-------------

Verify the information in the create order box, then select an **order set** (flu or non-flu). The Doses Used Last Month will be automatically populated based upon the vaccinations that have been recorded (with the lot numbers) in ASIIS by your practice over the last 30 days. The Recommended Quantity is a suggested amount based on the number of vaccines used the previous 30 days.

Create Order									
Organization (IRMS): TEST PROVIDER - TEST SYSTEM					First Name: NURSE				
Facility: TEST PROVIDER - TEST SYSTEM					Middle Name:				
Phone Number: (602)123-4567					Last Name: NANCY				
Phone Extension: 555					Address: 1245 E HAPPY KIDS RD				
Email: NURSE@TESTSITE.COM					City: PHOENIX				
					State: AZ				
					Zip: 85009				
Monday:	<input checked="" type="checkbox"/>	09:00	17:00	Tuesday:		<input checked="" type="checkbox"/>	09:00	17:00	
Wednesday:	<input checked="" type="checkbox"/>	09:00	17:00	Thursday:		<input type="checkbox"/>	09:00	17:00	
Friday:	<input checked="" type="checkbox"/>	09:00	17:00						
PIN: 9999					Instructions: closed 12-2 for lunch				
Order Date: 04/04/2014					Order Status: In Progress				
Submitter: DESIREE LONG (DESIREE1066)									
Comments:									
Inventory Last Submitted:									
Order Set:					VFC PROVIDERS - NON COUNTY / Distributor				
Inventory Transaction Re					--select--				
					2013 FLU / Distributor				
Order Frequency: Month					VFC PROVIDERS - NON COUNTY / Distributor				
Order Schedule:									
Order Details									
Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments	
DTaP	DAPTACEL 10PK 1 DOSE VIALS 49281-0286-10	10	21	10	10	<input type="checkbox"/>	--select--		
DTaP	INFANRIX 10PK 1 DOSE TL SYRINGES 58160-0810-52	0	10	20	0	<input type="checkbox"/>	--select--		
DTaP	INFANRIX 10PK 1 DOSE VIALS 58160-0810-11	0	20	10	0	<input type="checkbox"/>	--select--		
DTaP/Hep B/IPV	PEDIARIX 10PK 1 DOSE T-L SYRINGES 58160-0811-52	5	10	10	0	<input type="checkbox"/>	--select--		
DTaP/Hib/IPV	PENTACEL 5PK 1 DOSE VIALS 49281-0510-05	8	15	5	5	<input type="checkbox"/>	--select--		
DTaP/IPV	KINRIX 10PK 1 DOSE T-L SYRINGES 58160-0812-52	0	20	0	20	<input type="checkbox"/>	--select--		
DTaP/IPV	KINRIX 10PK 1 DOSE VIALS 58160-0812-11	6	27	0	1	<input type="checkbox"/>	--select--		
Hib-PRP-OMP	PEDVAXHIB 10PK 1 DOSE VIALS 00006-4897-00	10	11	0		<input type="checkbox"/>	--select--		
Hib-PRP-T	ACTHIB 5PK 1 DOSE VIALS 49281-0545-05	3	27	10		<input type="checkbox"/>	--select--		

For each vaccine on the page, enter the **Order Quantity**. You must order in increments that are divisible by the dosage. (ex. Hep A 2 dose comes in 6pk 1 dose syringes, you can order 6 or 30 or 66). You must enter a number for each vaccine. Once you completely filled out the order screen, click **Submit Order** at the bottom of the screen.

Order Details								
Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments
DTaP	DAPTACEL 10PK 1 DOSE VIALS 49281-0286-10	10	21	10	10	<input type="checkbox"/>	--select--	
DTaP	INFANRIX 10PK 1 DOSE TL SYRINGES 58160-0810-52	0	10	20	0	<input type="checkbox"/>	--select--	
DTaP	INFANRIX 10PK 1 DOSE VIALS 58160-0810-11	0	20	10	0	<input type="checkbox"/>	--select--	
DTaP/Hep B/IPV	PEDIARIX 10PK 1 DOSE T-L SYRINGES 58160-0811-52	5	10	10	0	<input type="checkbox"/>	--select--	
DTaP/Hib/IPV	PENTACEL 5PK 1 DOSE VIALS 49281-0510-05	8	15	5	5	<input type="checkbox"/>	--select--	
DTaP/IPV	KINRIX 10PK 1 DOSE T-L SYRINGES 58160-0812-52	0	20	0	20	<input type="checkbox"/>	--select--	
DTaP/IPV	KINRIX 10PK 1 DOSE VIALS 58160-0812-11	6	27	0		<input type="checkbox"/>	--select--	
Hib-PRP-OMP	PEDVAXHIB 10PK 1 DOSE VIALS 00006-4897-00	10	11	0		<input type="checkbox"/>	--select--	
	58160-0842-52							
Tdap	BOOSTRIX 10PK 1 DOSE VIALS 58160-0842-11	4	0	20		<input type="checkbox"/>	--select--	
MMR/Varicella	PROQUAD 10PK 1 DOSE VIALS 00006-4999-00	8	16	10		<input type="checkbox"/>	--select--	
Varicella	VARIVAX 10PK 1 DOSE VIALS 00006-4827-00	6	42	0		<input type="checkbox"/>	--select--	

If you order more than the recommended quantity, you will receive a pop-up indicating that one or more of your vaccine orders is outside the recommended order quantity. Choose an **Exception Description** and/or enter comments in the **Exception Comment** field and click **Submit**.

Select Exception Comments - Windows Internet Explorer provided by ADHS

One or more of your vaccine orders is outside the recommended order quantity.

This exception will be manually reviewed before it is approved.
Select an Exception Description below and click Submit to place this order.

Exception Description: Vaccination Clinic

Exception Comment: Vaccine was overlooked on last order

Resubmit of denied order

Vaccination Clinic

ASIS technical error. Re-submitted by VFC.

Extra order for single antigens due to shortage

Placing regular order

Vaccine inventory was wasted

Other

Submit

Once you click **Submit Order**, you will be taken to the Create/View Orders screen. The status of the newly submitted order will be listed as **Pending State Approval** under the status column in the Inbound Orders section. Pay close attention to the status column and make sure you click on the arrow next to your order regularly to see any comments that may have been added from VFC staff.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
	102515	0059	07/10/2013		Approved
	111408	0059	09/10/2013		Approved
	131039	0059	02/13/2014	02/14/2014	Approved
	131041	0059	02/13/2014		Pending State Approval

Backordered Orders				
Select	Order Number	PIN	Submit Date	Backorder Date





Common Reasons for Denied Order

- Ordering too frequently
- Not faxing temperature logs to the VFC Vaccine Center before placing your order
- Inventory not reported for all VFC Vaccine received
- Temperature excursions on temperature logs
 - This impacts more than your vaccine order, a Vaccine Center staff member will be contacting you for additional information


Entering VFC Vaccine Shipments into ASIIS

Once you have received your vaccine shipment and put the vaccine in the refrigerator and/or freezer, the shipped vaccine must be entered into your ASIIS inventory immediately. Click the arrow next to the order number to enter the shipped vaccine order into your ASIIS inventory.

Note: Please do not enter the VFC vaccine manually into ASIIS.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
	97738	0255	06/04/2013	06/05/2013	Shipped
	107032	0255	08/13/2013	08/19/2013	Shipped
	112482	0255	09/19/2013	09/24/2013	Shipped
	113499	0255	09/27/2013	10/02/2013	Shipped

Backordered Orders				
Select	Order Number	PIN	Submit Date	Backorder Date

Denied Orders				
Select	Order Number	PIN	Submit Date	Denial Date
	112819	0255	09/19/2013	10/09/2013

Inbound Transfers				
Select	Transfer Number	PIN	Submit Date	Sending IRMS/Facility

Outbound Transfers				
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility

Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date

Enter the **Receipt Quantity** (amount received) and the **Rejected Quantity** (the amount rejected by your practice, if any). If you reject any vaccines you **must** select a reason for rejecting the vaccine. The **Manufacturer**, **Lot #**, and **Expiration Date** will automatically be populated. Click the **Receive** button when completed.

Receiver: DESIREE LONG (DESIREE1066)
 Original Order#: 97738
 Comments:


Order Set / Order Type: VFC PROVIDERS - NON COUNTY / Distributor

Order Details							
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
5	<input type="text" value="5"/>	<input type="text" value="0"/>	Hib--PRP-T	SANOFI PASTEUR	UH969AA	03/23/2015	--select--
Comments						Tracking #	--select--
10	<input type="text" value="10"/>	<input type="text" value="0"/>	HPV, quadrivalent	MERCK-MSD	H020901	07/05/2015	Shipment is damaged Shipment is incomplete Shipment was not ordered Damaged during state shipment
Comments						Tracking #	
10	<input type="text" value="10"/>	<input type="text" value="0"/>	DTaP	SANOFI PASTEUR	C4508AA	04/03/2016	--select--
Comments						Tracking #	798157274590
10	<input type="text" value="10"/>	<input type="text" value="0"/>	Pneumococcal, PCV-13	PFIZER, INC-PFR	H08093	03/31/2015	--select--
Comments						Tracking #	798157274590

If all vaccines have been successfully entered into your ASIIS inventory, the **Inbound Orders** queue will be empty as shown below.

Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
Backordered Orders						
Select	Order Number	PIN	Submit Date	Backorder Date		
Denied Orders						
Select	Order Number	PIN	Submit Date	Denial Date		
Inbound Transfers						
Select	Transfer Number	PIN	Submit Date	Sending IRMS/Facility		
Outbound Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility		
Rejected Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date	
				Create Order	Create Transfer	

Frozen vaccines are shipped separately from refrigerated VFC vaccines. If your order contains frozen vaccine, you will not receive it with the refrigerated vaccine shipment. The frozen vaccine must be rejected when you receive the refrigerated vaccine shipment. In the example below we have entered the **Receipt Quantity** as “0” and the **Rejected Quantity** as “10” (equal to the order amount) because the shipment did not contain the Varicella vaccine. From the drop down under **Reason for Rejecting** select **Shipment is incomplete**.



- Main
 - Home
 - Logout
 - Select IRMS
 - Select Facility
 - Select VFC Pin
- Favorites
- Patient
- Vaccinations
- IRMS
- Facilities
- Physicians & Vaccinators
- Lot Numbers
- Orders/Transfers
 - Alerts
 - Create/View Orders
 - Search History
 - Modify Order Set
 - Cold Storage
- Reports
- Settings
 - CASA Export
 - Reminder Recall
 - Imports
 - Exports
 - Scheduled Reports

Logged in: JASON ROGERS Date: May 23, 2012

IRMS: ABC CLINIC (10146)

Receive Order

IRMS: ABC CLINIC
Facility:
Order Number: 719
VFC PIN: 10146
Order Date: 05/23/2012
Submitter: JASON ROGERS (JASON)
Receiver: JASON ROGERS (JASON)
Original Order#: 719
Comments: ENTER COMMENTS HERE

Contact Name:
Address: 1234 LEMON STREET
PHOENIX, AZ 85041
Instructions: CLOSED FOR LUNCH
Order Status: APPROVED
Approver: JASON ROGERS (JASON)

Inventory Transaction Report Lot Number Summary

Order Set / Order Type: PEDIATRICIAN'S OFFICE / Distributor

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
10	0	10	Varicella	--select--			Shipment is incomplete
Comments							
10	10	0	DTaP	GLAXOSMITHKLI	samplelot	06/01/2013	--select--
Comments							
20	20	0	IPV	SANOPI PASTEUR	samplelot	07/30/2013	--select--
Comments							

Tracking #

Tracking #

Tracking #

Cancel **Receive**

Create a VFC transfer

To create a vaccine transfer request, select **Create Transfer** from the **Current Order/Transfer List**.

Note: The vaccine(s) you would like to transfer must be available in your 'Reconcile Inventory' menu.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
Backordered Orders					
Select	Order Number	PIN	Submit Date	Backorder Date	
Denied Orders					
Select	Order Number	PIN	Submit Date	Denial Date	
Inbound Transfers					
Select	Transfer Number	PIN	Submit Date	Sending IRMS/Facility	
Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	
Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date

Next, indicate the site the vaccines will be transferred to. Do this by selecting the provider from the **Receiving IRMS** drop down. Select the number of doses you wish to transfer. After making your selection click **Create Transfer**.

Note: Frozen vaccines cannot be transferred

Create Transfer

Sending Organization (IRMS)	DISNEYLAND MEDICAL GROUP
Sending Facility	
Submitter	DESIREE LONG (DESIREE1066)
Receiving Organization (IRMS)	TEST IRMS (10011) ▼
Receiving Facility	---select--- ▼

Transfer Details

Transfer Quantity	Vaccine	Lot Number	Quantity Available	Public	Expiration Date
8	DTaP	93HY5	8	Y	10/08/2015
7	DTaP	J5LP9	7		08/28/2015
4	DTaP/Hep B/IPV	4LG9A	10		11/13/2015
2	DTaP/Hep B/IPV	J9MS4	20	Y	02/04/2016
3	DTaP/Hib/IPV	C4277AD	3	Y	03/15/2014
	DTaP/IPV	79HZ4	9	Y	10/19/2015
	DTaP/IPV	935RF	7		08/17/2015
	DTaP/IPV	AC20B225BA	8		11/23/2014
	HPV, quadrivalent	H021861	9	Y	10/09/2015
	Hep B - Ped/Adol - presv. free	1520AA	5	Y	04/20/2014
	Hep B - Ped/Adol - presv. free	AHBVC253BA	7		05/24/2015
	Hep B - Ped/Adol - presv. free	FP393	9	Y	08/17/2015
	Hib--PRP-T	UH870AA	6	Y	12/05/2014
	IPV	J1382-1	9	Y	07/23/2015
	IPV	J1406-1	9		07/20/2015
	MMR	J003623	10	Y	03/22/2015
	MMR/Varicella	J001054	7		07/28/2014
4	MMR/Varicella	J010160	7	Y	02/23/2015
	Mening. (MCV4P)	U4556AC	10	Y	09/04/2014
	Pneumococcal, PCV-13	G59658	1	Y	09/30/2014
	Pneumococcal, PCV-13	G96803	8	Y	01/31/2015
1	Rotavirus, pentavalent RV5	J003814	3	Y	08/07/2014
	Tdap	C4034AA	4	Y	06/08/2014
	Tdap	N435Z	9	Y	02/19/2016
0	Varicella	H021705	2		12/06/2014
	Varicella	J006806	5	Y	05/28/2015

Cancel
Create Transfer

The transfer request can now be viewed in the Current Order/Transfer List in the **Outbound Transfers** queue. Vaccines cannot be physically transferred until the outbound transfer request has been approved by the Vaccine Center. You will be responsible for the vaccines until the transfer request has been approved.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	133660	000001	04/03/2014		In Manual Review
-->	133661	000001			Saved
Backordered Orders					
Select	Order Number	PIN	Submit Date	Backorder Date	
Denied Orders					
Select	Order Number	PIN	Submit Date	Denial Date	
-->	104541	000001	07/26/2013	07/29/2013	
Inbound Transfers					
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility	
Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	
-->	20561	TEST	04/03/2014	TEST IRMS	
Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date

Receiving a VFC Transfer

To accept an approved transfer, select **Create/ View Orders** from the **Orders/Transfers** tab in the navigation bar. The approved transfer will appear in the **Inbound Transfers** queue. To enter the transfer into your inventory within ASIIS, click the arrow next to the transfer number as shown below.

Organization (IRMS): TEST IRMS (10011)

Current Order/Transfer List




Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
--------	--------------	-----	-------------	---------------	--------

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
--------	--------------	-----	-------------	----------------

Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
	102421	TEST	07/15/2013	07/18/2013
	102983	TEST	07/17/2013	07/17/2013
	109792	TEST	08/30/2013	08/30/2013

Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility
	20561	000001	04/03/2014	DISNEYLAND MEDICAL GROUP

Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility
--------	-----------------	-----	-------------	--

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date
--------	-----------------	-----	-------------	--	-------------

Create Order

Create Transfer

Enter the **receipt quantity** and the **rejected quantity** and click **Receive** to complete the vaccine transfer. **Note:** The sending provider is responsible for the vaccines until this step has been completed.

Receive Transfer									
Transfer Number	20561								
Submit Date	04/03/2014								
Submitter	DESIREE LONG (DESIREE1066)								
Approval Date	04/03/2014								
Approver	STEVEN MARTINEZ (STEVEN1066)								
Receiver	DESIREE LONG (DESIREE1066)								

Transfer Details									
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for rejecting
5	<input type="text" value="5"/>	<input type="text" value="0"/>	DTaP/Hep B/IPV	SKB	AC21B408AA	01/23/2015		Creating a New Lot	--select--
4	<input type="text" value="4"/>	<input type="text" value="0"/>	IPV	PMC	H13401	06/30/2014		Creating a New Lot	--select--

Once you have received the transfer, you will be automatically directed back to the Current Order/Transfer List. The inbound transfer has now been cleared under the **Inbound Transfer** queue. The transferred vaccine is now in the receiving provider's inventory and subtracted out of the senders' inventory.

Denied Orders				
Select	Order Number	PIN	Submit Date	Denial Date
<input type="button" value="-->"/>	102421	TEST	07/15/2013	07/18/2013
<input type="button" value="-->"/>	102983	TEST	07/17/2013	07/17/2013

Inbound Transfers				
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility

Outbound Transfers				
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility

Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date

We are here to help!

ASIIS (Arizona State Immunization Information System)

<http://www.azdhs.gov/phs/asiis/>

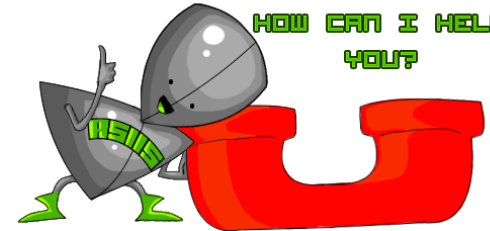
Monday-Friday 8:00-5:00 PM

Hotline: (602) 364-3899 or 1-877-491-5741 (toll-free)

Fax: (602) 364-3285

Email: ASIISHelpDesk@azdhs.gov Email: ASIIISrequest@azdhs.gov

THANK YOU FOR
CALLING
ASIIS!
HOW CAN I HELP
YOU?



Arizona Immunization Program Office http://www.azdhs.gov/phs/immun/index.htm Phone: (602) 364-3630 Fax: (602) 364-3285	Vaccines for Children (VFC) Program http://www.azdhs.gov/phs/immun/act_aipo.htm#vfc Phone: (602) 364-3642 Fax: (602) 364-3276	Immunization Services http://www.azdhs.gov/phs/immun/act_aipo.htm#infoeduc (Phone: (602) 364-3276 Fax: (602) 364-3285
Centers for Disease Control and Prevention http://www.cdc.gov/vaccines/programs/ii/contact-registry-staff.html Phone: (800)-232-4636 or (888) 232-6348	TAPI (The Arizona Partnership for Immunization) http://www.whyyimmunize.org Phone: (602) 253-0090 Fax: (602) 262-2654	Maricopa County Childhood Immunization Partnership (MCCHIP) http://www.mcchip.org (602) 2MC-CHIP
Vaccine Information – Immunization Action Coalition- Ask the Experts http://www.vaccineinformation.org/ (651) 647-9009 Fax: (651) 647-9131	Community Information and Referral Services http://www.cir.org/ 1-877-211-8661 Fax: (602) 263-0979	



Health and Wellness for all Arizonans

azdhs.gov





Important Reminders

- Every staff member that uses ASIIS must have their own username and password
- You must select a patient before you are able to view/add vaccinations
- Administered shots are shots you give at your office; historicals are shots given at other facilities
- Inventory Reconciliation is required before placing a VFC vaccine order
- Send in your temperature logs before placing a VFC order
- Check the comment box regularly when placing VFC orders
- You must receive your VFC shipment in ASIIS to populate your inventory
- If you need help call or email ASIIS
 - ASIIS Hotline: 602-364-3899 or 1-877-491-5741
 - ASIISHelpDesk@azdhs.gov - for questions about ASIIS
 - ASIIISrequest@azdhs.gov - for request for records